

City of
EDMONDS
Washington

SENIOR UTILITIES ENGINEER

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|-------------------------|----------------------------|---------------------|---------------|
| Department: | Public Works - Engineering | Pay Grade: | NR-16 |
| Bargaining Unit: | Non Represented | FLSA Status: | Exempt |
| Revised Date: | April 2016 | Reports To: | City Engineer |

POSITION PURPOSE: Under administrative direction, plans and manages the City's engineering programs for water, stormwater and sewer utilities; develops and manages water, sewer and storm drainage capital projects; plans, develops and prepares design drawings, specifications and cost estimates; designs contract drawings to ensure quality and cost effective construction; manages consultant and contractor contracts; performs reviews and inspections of utilities on private development projects and performs oversight and technical review on design drawings and specifications prepared by other City staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the City's engineering programs for water, stormwater and sewer utilities; prepares technical studies and performs hydraulic analysis to size new systems with appropriate capacity.
- Performs oversight and technical supervision of utility engineering/design work performed by other staff members; reviews, approves, stamps and signs utility engineering/design drawings prepared by other staff members.
- Prepares and implements new City code, standards and specifications for utility improvement and conducts plan reviews and inspections on utility improvements for private development applications.
- Prepares the annual water, stormwater and sewer capital improvement programs and updates the water and sewer elements of the Comprehensive Plan.
- Manages assigned capital improvement projects and independently plans, develops and prepares water, sewer and storm drainage utility design drawings, contract specifications and cost estimates.
- Uses AutoCAD and related engineering and graphics software to prepare detailed design drawings.
- Coordinates project improvements with City Departments, private utilities, other public agencies and citizens; prepares and secures necessary easements for project construction.
- Manages the advertisement, bid and award of water, sewer and storm drainage capital improvement projects; prepares advertisement notice and responses to bidder questions.
- Reviews and analyzes bid documents for compliance with City, state and federal requirements; prepares award recommendation for City Council; oversees the execution and processing of construction contract documents.
- Performs the construction management of assigned projects; implements the contract and maintains a project filing system.
- Follows related City, state and federal standards, policies, guidelines and laws; processes, reviews and approves contractor submittals; processes, reviews and responds to requests for information.
- Performs field inspection and documentation of construction activities; prepares and calculates progress pay estimates and negotiates and prepares change orders and field change directives.

JOB DESCRIPTION

Senior Utilities Engineer

- Prepares daily inspection reports; calculates and prepares field notes records of contractor quantities and materials installed in the field; takes and files daily photos of assigned projects and monitors contractor operations and traffic control to ensure a safe work area.
- Responds promptly to public questions and concerns; attends, runs or coordinates associated meetings and interacts with other public agencies; manages and tracks the close-out phase of construction contracts and the documentation required for final project approval.
- Prepares and manages consultant contracts; develops and prepares Request for Qualifications (RFQ's).
- Reviews and evaluates statement of qualifications; reviews and approves fee sheets, scopes, schedules and invoices; reviews and checks consultant drawings, specifications and estimates for accuracy and quality; monitors consultant progress and invoices to approved schedules.
- Develops, prepares and monitors project budget; reviews and tracks project expenditures; prepares reports on cost overruns or budget amendments; prepares City, state and federal documents for administration of grants and loans and proposes alternate construction methods or materials to reduce project costs.
- Assists with the development and issuance of utility revenue bonds to fund capital improvement projects.
- Prepares City Council agenda packets; attends City Council meetings and public hearings; makes presentations and responds to questions on issues as needed.
- Manages, coordinates and reviews the work of assigned staff.
- Assigns work activities; coordinates schedules, project and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects.
- Develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions including discipline and termination procedures as appropriate/necessary or as directed.

Required Knowledge of:

- Design and construction principles.
- Construction field measurement and inspection methods and procedures.
- City and industry (water, sewer and storm drainage) standard codes and regulations as well as local, state and federal laws relating to assigned work.
- Surveying principles and use of survey equipment.
- Engineering mathematics, standards, practices and principles.
- Engineering calculators and modeling programs.
- Drafting practices and standards, including operating AutoCAD to develop project drawings.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Structure, organization and inter-relationships of city departments, agencies, and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

JOB DESCRIPTION

Senior Utilities Engineer

- Principles and practices of governmental budget preparation and administration related to capital projects budgets.
- Supervisory and training principles, methods, best management practices and techniques.

Required Skill in:

- Planning, developing and prepares design drawings and specifications for water, sewer and storm drainage utilities projects.
- Managing projects, resources, schedules and timelines.
- Performing topographic and construction surveys.
- Reading and understanding engineering drawings.
- Understanding codes and specifications.
- Prioritizing and scheduling work.
- Representing the City effectively at public meetings and working with the public.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets including AutoCAD to develop project drawings.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Analyzing situations accurately and adopting an effective course of action.
- Applying program/project management techniques and principles.
- Directing the maintenance of a variety of reports and files; preparing, maintaining and reviewing narratives and statistical reports.
- Determining project budgets, resources and timelines to complete projects from conceptualization to finish.
- Communicating effectively verbally and in writing including public relations and public speaking.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering or related field and four years of public works or construction related experience that includes project management experience in designing, managing or inspecting the construction of utilities projects; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Washington State Professional Civil Engineer (PE) license.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

JOB DESCRIPTION

Senior Utilities Engineer

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understanding a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with angry and/or dissatisfied customers.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____